



MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, December 1, 2011

6:30 PM

Library – Hiddenbrooke Golf Club

I. Closed Session

The Board has elected to follow Civil Code §1363.05 Open Meeting Act which limits topics for Closed Session to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines or payment of assessments.

II. Open Session: Call to Order--Chris Brittle, President

The Open Session will begin at 7:30 p.m. or at the end of the Closed Session, if completed earlier.

III. Attendance/Introductions

- Board Members present: Maria Andrews, Kathy Wildermuth (**No Quorum**)
- Service Providers present: Desiree Conley (Valley Management Services)
- Invited Guests: Richard Tirrell (Welcome Center Manager)

IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses)—Kathy Wildermuth

a. Member Discipline/Hearings & Fines

- i. Meet & Confer hearings conducted: 2
- ii. Reimbursable Assessments levied:
- iii. New Fines Assessed:
- iv. Homes in Collection discussed:
- v. Problem Homes discussed:

V. Approve Minutes*

- Board of Directors Meeting of October 27, 2011 - **Approved in subsequent email vote**

VI. Community Forum -- *Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of HPOA, may speak now. Each speaker should state his /her name and address for the record. Each speaker is limited to three (3) minutes. Valley Management will track the time.*

VII. Consent Calendar and Approval of Agenda - **Approved in subsequent email vote**

All matters are approved under one motion unless requested to be removed for discussion by a Board Member. Any item discussed separately may be voted separately upon request by a Board Member.

- a. Changes/additions to Agenda or order of Agenda items
- b. November Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.
- c. Votes by email: Approved \$475 for weed removal between I-80 off ramp and park and ride lot (Brittle, Forsyth, Smith, Wildermuth)

VIII. CC&Rs —Dave Caldwell, Elizabeth Mathern

- i. CC&R Violation Summary

Number of Courtesy Letters Sent	
Number of Final Letters Sent	
Number of Violations on Hold	
Number of Violations which were Resolved	
Recommended for Fine (Closed Session Hearing):	
Emails answered/sent:	
Phone calls:	
Next Verification Drive:	

ii. Foreclosed Home Program

Number of homes tagged with new 15 Day Notice to Correct	
Number of Realtors/Banks called:	
Number of homes that had landscape work performed:	

IX. President's Report

- a. VPD Officer Capoot Family Trust-sent sympathy card from HPOA and enclosed checks from Board members and others who contributed

X. Treasurer's Report – None made

- a. **Checking Account and CD Balances**
- b. **Collection Report-** Valley Management Services
- c. **Fine Report** - Valley Management Services

XI. Committee Reports –None made

- a. **Welcome Center** - Richard Tirrell
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Kevin Smith
- c. **Hiddenbrooke Improvement District Advisory Committee*** – Kathy Wildermuth
- d. **HARC** - Richard Audette
- e. **HCA** - Chris Brittle
- f. **Graffiti Report** - Maria Andrews

XII. Old Business

- a. **New TOPs CC&R Module/Status Report** - Maria Andrews

XIII. New Business-None

XIV. Upcoming Board Items/Other Events

- Budget, Rules and Regulations, HARC Policies and Disclosures in January

XV. Next Meeting Date: Next meeting will be Thursday, January 26, 2012 at 6:30 p.m. at the Library

XVI. Adjournment

***Attachments for Board members:**

- Draft October 27, 2011 Board of Directors Meeting Minutes
- November Financial Management Report (sent separately by VMS)
- HMDAC Minutes from last meeting

The Minutes of the meeting were approved by vote of the Board of Directors on January 26, 2012.

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

November 2011

No Board Meeting

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valley-manager@sbcglobal.net

Owner Deposits for November 2011	\$4,611.74
Checking Balance 11/30/11	\$36,481.57
Current Checking Balance (As of Dec. 20 , 2011)	\$35,085.80
Current Certificates of Deposit	
112 #4334 @ .95% Matures 6/15/12	\$20,558.21
114 #4481 @ .85% Matures 8/09/12	\$15,312.36
116 #4577 @ .4% Matures 11/23/11	\$15,025.17
130 #4415 @ .95% Matures 7/12/12	\$17,189.59
131 #4874 @ .4% Matures 3/20/12	\$20,006.79
132 #4875 @ .2% Matures 1/20/12	\$20,003.40
Total CD Value	<u>\$108,095.52</u>
Total Hiddenbrooke Cash/CD's (As of 12/20/11)	\$143,181.32

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

November 2011

No Board Meeting

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valley-manager@sbcglobal.net

Bills to be Approved	
VMS Financial Management Services	\$1,735.00
Dave Caldwell	\$485.00
Calif. Highway Adoption - monthly	\$130.00
Calif. Highway Adoption - Weeds	\$475.00
Michael Moore	\$70.00
Best Buy – Board Projector	\$429.49 –already approved
Trend Micro – Anti-virus software annual fee for server	\$53.52
<i>Regular Expenses</i>	\$3,378.01
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$49.00
All Phase – Camera Repair	\$430.00
Richard Tirrell	\$52.06
Total Reimbursable	531.06
Total Expenses	\$3,909.07

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

November 2011

No Board Meeting

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valley-manager@sbcglobal.net

Fines for November – voted on and mailed in Dec. 2011.	24
Delinquent Accounts Accruing Interest and Late Fees Approx.	Approx. 248

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. November, 2011	12
--	----